

Storing Data Backups

You can store backups on backup media or off-site.

Backup Media

Backup media includes any form of hardware, software, or service that you can use to transfer and store backup files of your data from your local hard drive. You can use both removable media and off-site storage to back up your ACS files, and while each type has positive and negative aspects, we recommend that you periodically transfer backups of your ACS data to some form of external backup media.

The amount of time necessary to make a backup and the amount of space required to store a backup varies according to your organization's computer system and the number of ACS records. ACS Backup /Restore uses zip technology to compress the data, so the amount of space required for the backup is significantly less than the space required for your data. However, depending on the size of the CDs or flash drives that you use, databases that have thousands of records may still require more than one disk. You may want to consider using a program such as [LiveStor](#) to store backups of your data files remotely.



Tip

When making manual backups on CDs or other removal media, always label each CD with the type of backup (People or Financial), the date you made the backup, and the backup file name. It's also a good idea to keep a log with the above information, as well as the name of the staff member who made the backup.

Off-Site Storage

Backup files that you create using ACS Backup/Restore are typically saved on your local hard drive. This is convenient when you're backing up your data before resolving logical errors or performing major processes in ACS (such as year-end closing or Attendance Promotion).

Off-site storage refers to any service, vendor, or facility which provides storage and recovery for data. This type of storage can include tape backups, online storage services, and other means of remote data allocation.

ACS Technologies offers [LiveStor](#), a product that you can use to remotely store backups of your data files. Remote storage of your files makes sure that your ACS data can be recovered in the event of such disasters as fire, theft, flood, hurricane, tornado, or any natural disaster.

Tape backup is also a popular tool for backing up large amounts of data on a single computer or large network. Numerous companies make complete tape backup solutions, including all necessary hardware and software. However, due to the large variety of formats, ACS Technologies doesn't support tape backups. This means that you cannot send in your data to ACS Technologies on tape, and ACS Support Representatives cannot help you restore a tape backup. If you have problems restoring a tape backup of your ACS data, you must contact the tape backup vendor or a local computer consultant for assistance.

If you back up your data using a tape backup system or any other means of off-site storage separate from the ACS Backup/Restore program or LiveStor, you need to back up the following ACS directories:

| ACS Version | Directories to Back up |
|--------------------|--|
| Stand-Alone | <p>c:\winacs\acsdata and all of its sub-directories</p> <p>c:\winacs\acsfdat and all of its sub-directories</p> <p>c:\winacs\acspict and all of its sub-directories (if any)</p> |
| Network | <p>n:\acsnet\acsdata and all of its sub-directories (where n: is the network location for the \acsnet directory)</p> <p>n:\acsnet\acsfdat and all of its sub-directories (where n: is the network location for the \acsnet directory)</p> <p>n:\acsnet\acspict and all of its sub-directories (where n: is the network location for the \acsnet directory)</p> |